



# DEPARTMENT OF CORPORATIONS

## JOB OPPORTUNITY

*Arnold Schwarzenegger, Governor*

*WILLIAM P. WOOD, California Corporations Commissioner*

*SUNNI WRIGHT-MC PEAK, Agency Secretary*

Release Date: June 9, 2004

### **“FREEZE EXEMPTION APPROVED”**

**CLASSIFICATION:** OFFICE TECHNICIAN (TYPING)  
1 Position-Permanent/Full-Time

**FINAL FILING DATE:** UNTIL FILLED

**SALARY:** \$2510 - \$3050

**POSITION LOCATIONS:** Business Operations & Program Support, 320 West 4<sup>th</sup> Street, Los Angeles

**DUTIES AND RESPONSIBILITIES** – Under the direction of the Office Services Manager the incumbent is responsible for batching, preparing and scanning of application and notice filings and related correspondence. The incumbent must demonstrate a high degree of independence in decision-making. Must be able to distinguish between confidential and public documents frequently used by the issuers and issuer's attorneys and make the determination on how to process these documents through the scanning process. The incumbent also needs to be knowledgeable in the various laws governed by this Department such as Corporate Securities Law and Franchise Investment Law. Incumbent must be comfortable in a windows-based and web-based computer environment.

### **DESIRABLE QUALIFICATIONS:**

- ◆ Ability to work independently with general supervision.
- ◆ Must provide courteous and reliable service.
- ◆ Knowledge of personal computers & familiarity with Microsoft Word, Excel and other computer programs.
- ◆ Ability to work well under pressure.
- ◆ Good communication and interpersonal skills.
- ◆ Good attendance record.

**WHO MAY APPLY** – EMPLOYEEES CURRENTLY AT THE OFFICE TECHNICIAN (TYPING) LEVEL, THOSE WITHIN TRANSFER RANGE OR LIST ELIGIBILITY WHO ARE REACHABLE (IN THE TOP THREE RANKS), AND EMPLOYEES WITH SURPLUS OR SROA STATUS IN THESE CLASSIFICATIONS ARE ENCOURAGED TO APPLY. For further information regarding the position, please contact Marilyn Stevens at (916) 445-6273 or CALNET 8-485-6273. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification).

### **SUBMIT APPLICATION AND RESUME TO:**

Department of Corporations  
Human Resources Office  
Attention: Linda Tessmer (#03-OMB0025)  
1515 K Street, Suite 200  
Sacramento, CA 95814  
(916) 324-6271 or CALNET 8-454-6271

RPA #03-OMB0025 CA

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.